

~~CONFIDENTIAL~~

1 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Information Services

SUBJECT: OIS Weekly Report (25-31 May 1983)

25X1

Classification Review Division

\* During a trip to the Franklin D. Roosevelt Presidential Library, CRD representatives identified approximately six linear feet of records relating to the establishment and operation of Radio Free Europe and Radio Liberty. Arrangements were made to transfer the material to facilities at NARS headquarters for a more detailed review by CRD personnel in the Washington area. The review, using guidelines developed in coordination with Information Management Staff/DO, was completed during this reporting period with the recommendation that 131 documents (384 pages) remain classified so

25X1

CRD reviewed 75 documents (623 pages) for the State Department in its FRUS series, 241 NARS documents (716 pages), 17 DOD documents (33 pages), one manuscript (19 pages) for PRB, and six miscellaneous documents which totaled 37 pages.

Records Management Division

The IPSTATUS program (ADD-ACCESS), for tracking requests under the Freedom of Information and Privacy Acts, became operational on the GIM Production System on 27 May. The system will be tested in the Information and Privacy Division over the next week or so and modified by the Systems Development Section of the Information Technology Branch (ITB) as necessary.

UNCLASSIFIED EXCEPT  
WHERE MARKED

25X1

~~CONFIDENTIAL~~

C O N F I D E N T I A L

As a follow-up to the Information Systems Security Group (ISSG)/OS briefing for OIS personnel on 23 May, ISSG is setting up a two-day seminar in September for RMD personnel who conduct audits of registry and records management functions in Agency components. The seminar will emphasize computer security requirements for Headquarters installations. Several members of the Records Systems Branch (RSB) will participate in this seminar.

Members of ITB will be conducting a RAMS User Training Course on 7 June, 14 June, 21 June, and 6 July. Each running will have eight students, last one-half day, and consist of a briefing on the system and user training on the terminal. The briefing portion of the course will be held in the OIS Conference Room and terminal training will be in the RSB area.

ITB representatives attended a demonstration of the STAR system, an automated information retrieval system developed by Cuadra Associates, Inc. STAR permits the user to create and use on-line data bases according to the user's specifications and uses simple fill-in-the-blank screens for data base design, data entry, and retrieval. It operates on an Alpha Micro computer and has 90 megabytes of hard-disk storage.

The Information Control Section of ITB completed an audit of the Executive Registry's collateral top secret documents.

Preventive maintenance was performed on the movable shelving at the Agency Archives and Records Center (AARC) during this period. This annual inspection, performed by a contractor, involves replacing defective wiring, checking safeties, and examining the movable parts for wear and tear.

AARC prepared four boxes of film totaling 200 pounds to be sent to NPIC for the silver recovery project. It also stripped nine boxes (approximately 2,500 folders) of orange applicant folders for reuse by the Office of Personnel.

#### Regulations Control Division

RCD completed 55 major actions on regulatory issuances including the processing and preparation of 12 new and revised issuances, negotiations involving 11 issuances, and the publication of five issuances. In addition, Chief, RCD represented OIS at a special briefing given by the DCI at Headquarters.

#### Information and Privacy Division

A separate report is attached.



Attachment:  
As stated

25X1

C O N F I D E N T I A L

OIS/EXO,

(1 June 83)

STAT

Distribution:

- Original & 2 - Addressee w/att
- 1 - ea Div Chief w/att + background
- ~~1~~ - D/OIS Subject " "
- 1 - D/OIS Chrono w/o

**Page Denied**

Next 1 Page(s) In Document Denied